

Manteno Community Unit School District No. 5  
Regular Meeting of the Board of Education  
Tuesday, May 21, 2013  
High School Library

- Open Session The meeting was held in the library of the Manteno High School and was called to order by President Stauffenberg at 6:30 p.m.
- Roll Call The following members answered to roll call: G. Dodge, P. Mallaney, L. Murray, M. Nelson, and M. Stauffenberg – five (5). Absent: Hofmeister (arrived at 6:35 p.m.) and Preston – two (2).
- Also present: Supt. Russert, K. Meyer, R. Haines, D. Conrad, J. Palicki, A. Furbee, C. Creek, T. Steele, D. Christ, J. DePoister, and Clerk Fortin – eleven (11).
- Visitors: S. Settles, A. Hoffmann, K. Trumble, Leona Cottrell, T. VanSwol, J. McClain, A. Frame, T. Butterfield, D. Bailey, S. Lesch, P. Russert, and approximately ten others – approximately 21.
- Pledge of Allegiance President Stauffenberg led everyone in the Pledge of Allegiance.
- Additional Items Moved by Mallaney, seconded by Nelson to add the following agenda items:  
Consent Agenda  
J. Employments – ESY 2013 Erica Hodges, ESY Paraprofessional effective June 5, 2013 through July 2, 2013.  
M. First and second reading and adoption of Board Policy 2:260, Uniform Grievance Procedure  
Ayes: Mallaney, Nelson, Dodge, Murray, and Stauffenberg – five (5). Nays – none (0).  
Motion carried.
- Member Hofmeister arrived at 6:35 p.m.
- Public Hearings/  
Petitions/ Middle School Principal, Dave Conrad, recognized the Middle School State Science Fair contestants: Megan Richardson, Justin McClain and Drew DeRose.
- Coach Settles recognized the Middle School girls and boys track team State qualifiers, which included: Kailyn Mickulas (1600m), Guy Maisonneuve (400m) Kailyn Mickulas, Caitlin Meyer, Taylor Valant, Mikaelah Hurley & Jordyn Ship (4 x 200m and 4 x 400 m) and Jacob Hyzy, Giovanni Trevino, Brandon Steele, Ryan Stawchey, and Nathan Ledwsma (4 x 200m).
- Coach Bailey recognized the High School girls and boys track State qualifiers Jordan Irvin (shot put) and Mitchell Lockwood (discus).
- Matt Werner and Kayla O'Donahue were recognized as State Math Contest qualifiers.
- Kristie Trumble, Middle School Physical Education teacher, explained the Middle School Physical Education Blue Ribbon Recognition proposal and the benefits of participating in the program.

Approve        Moved by Dodge, seconded by Murray to give \$150 to the Middle School  
Blue Ribbon    Physical Education Department for participation in the Blue Ribbon program.  
Program        Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, and Stauffenberg – six (6).  
Funding        Nays – none (0). Motion carried.

Mike Cassagrande, PTO President, reported there were three \$500 scholarships awarded by the PTO to High School seniors. Amanda Frame, the High School Vice President, has been very helpful with accomplishing things at the High School, for example the senior breakfast. The final Market Day order deadline is June 3<sup>rd</sup>, with pick up on June 7<sup>th</sup>. The District Walk-a-thon was very successful, and the PTO wants to hold the event again next year.

Reports of        **Building Committee** – Adam Verducci reported on the Elementary School project:  
Committees

- Final grading, concrete paving, and sidewalks underway
- Roofing and metal panels being installed
- Gutters and downspouts – tie in complete
- Custom rotunda panels will be installed next week
- Finish work in process
- Ceilings, flooring, and door hardware installations ongoing
- Bathroom accessories installed
- Painting finish coat next week
- Gym flooring schedule pending material delivery
- Trees and mulch are being planted/installed
- Mechanical/Electrical plumbing update
- HVAC equipment is fully operational (heating and cooling) and testing and balancing is complete.
- Plumbing fixture install is nearly finished
- Water is live in the building
- Light fixture installation is almost complete
- Wall trim work to start late this week
- Fire alarm testing will be performed on May 15<sup>th</sup>
- Telecommunications/security/access control is ongoing with cameras and access control at the storefront doors
- Upcoming: trades complete contractual work; schedule final inspections
- Greg Murphy (Regional Office Superintendent) will have his sign off on June 6<sup>th</sup>
- June 3<sup>rd</sup> – most of the final inspections will take place
- Budget wise in good shape

Supt. Russert commented on the following projects:

- The bleachers at the High School are almost finished. The wrestling mat costs went from \$40,000 to \$32,000.00
- Stage lighting at the Middle School costs were down to \$58,225
- Office and shower renovation estimates are proceeding, bids were presented
- Parking lot resurfacing will occur this summer, bids were presented
- In the video production area, we may need to hire help to remove the panels
- Talked about the specifications of the demolition of the Primary School

The Board agreed to include the asbestos abatement plan with the demolition project bid specs.

- DCL lighting grant, the Supt. would prefer to move forward and get the cheaper price.

**Finance Committee** – Chairman Mallaney reported the committee met this evening and discussed the following items:

- Bond reviews/projects
- Wrestling mats
- Elementary School construction project update (still running under budget) and the necessary change orders for Indicom and Low Voltage Solutions, Inc.
- State Revenue update
- Health Insurance update
- Recommend the approval of the NSN (Unemployment Service) contract, and the Y Kids Lease
- Approve the first reading of Board policy 5:255
- The display of the tentative amended budget
- The DCEO grant and changing matching levels, completion of projects
- TIF distribution
- Review of the bid results for the High School locker room, asphalt and the changes to the Middle School offices and the recommendation to award to the lowest bidder in those categories

Theresa Butterfield and a select few of her High School science students demonstrated the Vernier Science Equipment and how data collected may be used in the classroom, and the fact there will be fewer materials used during experiments, which in turn, will save money.

**Curriculum, Instruction, and Assessment Committee** – Cathy Creek reported the following items were discussed:

- Common Core
- Teachscape (working on the Danielson Model)
- ESL program (seven out of twelve students passed testing) and will no longer need services.
- 66% of staff have completed their curriculum mapping, which is appreciated

**Technology Committee** – Tom Steele reported the committee met on May 14<sup>th</sup> and discussed the following:

- Staff training in August
- Wireless infrastructure
- New tech interns
- Electronic recycling program
- Reviewed the summer technology projects
- The year-end procedures for staff have been distributed
- Reviewed the technology budget requests for next year
- The Board will approve the 13-14 staff buy program in August
- “B.Y.O.D.” specifications (mostly for High School students)

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- The “B.Y.O.D.” policy discussion found the PRESS policy still needs work
- The monthly meetings will be changed to the second Wednesday, with the first meeting on September 11, 2013
- Received four functional laser color printers from Bourbonnais Elementary School District.

**KARVES** – Supt. Russert reported the draft budget for the Career Center and **KARVES** is complete. The final should be approved in two months.

Consent  
Agenda

Moved by Hofmeister, seconded by Dodge to approve the Consent Agenda as presented:

A. Minutes

- Amended minutes of the regular meeting of April 23, 2013
- Special meeting of April 30, 2013
- Reorganization meeting of April 30, 2013
- Executive session meeting of April 30, 2013

B. Financial Reports

- Summary of Cash/Investment/Fund Balances
- M-T-D/Y-T-D Revenue/Expenditure Summary Reports
- Cost Analysis – Education; Cost Analysis – O & M
- Revenue Report
- Expenditure Report
- O & M Gas and Electric Expenditure Report
- Food Service Report
- Payroll Extras Report
- Imprest Check Report
- Accounts Payable Report
- ISDLAF Report
- Activity Account Reports
- Additional Accounts Payable

C. Y-Kids Lease Agreement for the 2013-2014 school year.

D. Approve Middle School State track qualifiers to attend the State track meet overnight at East Side Centre on Friday, May 17, 2013

E. Approve High School State track qualifier, Jordan Irvin, to attend the girls’ State track and field event overnight on Thursday, May 16, 2013 and Friday May 17, 2013 at Eastern Illinois University

F. Approve High School Boys State Qualifier, Mitchell Lockwood, to attend the boys’ State Track and field event overnight on Thursday, May 23, 2013 at Eastern Illinois University

G. Acceptance of anonymous donation of the High School softball field signs

H. First Reading of Board Policy 5:255

I. Resignations

- Edie Rudolf, Middle School teacher effective at the end of the 2012-2013 school year
- Billy Liss – Student maintenance employee effective May 1, 2013
- Amy Younker – 7<sup>th</sup> grade girls’ basketball coach effective immediately

- Meagan Crandall-Hawrysko – High School Varsity Academic Team coach for the 2013-2014 school year
- Jim Giacchino – Assistant Varsity Boys Basketball for the 2013-2014 school year
- Shannon Boudreau, Elementary School paraprofessional effective at the end of the 2012-2013 school year
- Kevin Mikuze – Sixth grade boys’ basketball coach for the 2013-2014 school year
- Zachary Dowdy – Assistant boys’ soccer coach effective immediately

J. Employments

- Jodie Hacker, High School Spanish teacher and MUNDO Club sponsor for the 2013-2014 school year
- Matt Gaither – Substitute technology employee
- Erica Lehnus – High School JV Academic team sponsor for the 2013-2014 school year
- Elizabeth Corbin – High School varsity Academic Team sponsor for the 2013-2014 school year
- Jeannie Cobstill – Six hour food service employee effective May 14, 2013
- Jenny O’Reilly – Interact Club sponsor for the 2013-2014 school year
- Amanda Frame and Amy Younker – High School Student Council co-sponsors for the 2013-2014 school year.
- RtI Summer School Staff (1.75 hours for 16 days – June 4<sup>th</sup> thru 27<sup>th</sup>)
  - Sarah Grove, two sessions
  - Julie Quinn, two sessions
  - Mary Cox, two sessions
  - Stephanie Dersch, one session
- ESY (FY13)
  - Additional extended ESY paraprofessional – July 8<sup>th</sup> thru July 25<sup>th</sup>
  - Amy Cameron – Paraprofessional substitute for Shreffler – June 18<sup>th</sup>
  - Hans Hiemenz, Teacher Substitute for July 1<sup>st</sup>
  - Beth Farrell, Teacher working extended ESY – July 8<sup>th</sup> thru 25<sup>th</sup>
  - Jordan Stauffenberg – Paraprofessional extended ESY – July 8<sup>th</sup> thru 25<sup>th</sup>
  - Megan Crandall-Hawrysko – Paraprofessional substitute for Jordan Stauffenberg – June 14<sup>th</sup>
  - Denise Daly – One on one paraprofessional
  - Erica Hodges, ESY Paraprofessional effective June 5<sup>th</sup> thru July 2<sup>nd</sup>

K. FMLA Requests

- Amy Cameron, Elementary School PRIDE Teacher from approximately October 28<sup>th</sup> thru February 3<sup>rd</sup> – approximately 12 weeks
- Stephanie Kaack, District technology administrative assistant from approximately September 13, 2013 returning November 4, 2013 – approximately seven weeks
- Amanda Layne – High School Social Worker – from approximately August 19, 2013 until September 2, 2013 full time, and then work two days a week from September 30, 2013 until November 22, 2013 – approximately 11 weeks

- Courtney Majerski – Student Support Services administrator – possibly intermittent
- L. Employments Contingent Upon Successful Completion of Paperwork
  - Steve St. Jean, High School MAP teacher for the 2013-2014 school year
  - Authorization for Superintendent to hire additional substitute technology employees
- M. First, second reading and adoption of Board Policy 2:260, Uniform Grievance Procedure.

Ayes: Hofmeister, Dodge, Mallaney, Murray, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.

- Unit Office Supt. Russert reported on the following:
- Mike Snyder received “Coach of the Year” award from the Kan-Will Conference, being honored for his music leadership in the conference, including serving as an IESA contest host for over 30 years, as well as his music compositions.
  - The Middle School won (for the seventh year) the annual Belson Recycling Contest. The prizes are used to fund expansion of the recycling program and to landscape the grounds of the school.
  - Middle School State Science fair recently held at the University of Illinois recognized three students presenting Manteno Middle School, including Megan Richardson, Justin McClain and Drew DeRose.
  - Middle School State Track Qualifiers for the IESA State Track meet on Friday, May 17<sup>th</sup> and 18<sup>th</sup> at Eastside Centre in East Peoria included: Kailyn Michulas (1600m), Guy Maisonneuve (400m), Kailyn Mickulus, Caitlin Meyer, Taylor Valant, Mikaelah Hurley, and Jordan Shipp (4x200m and 4 x 400m); Jacob Hyzy, Jovanni Trevino, Brandon Steele, Ryan Stawchey, & Nathan Ledesma (4x200m)
  - High School State Track qualifiers included: Girls’ Shotput –Jordan Irvin and Boys Discus – Mitchell Lockwood
  - Manteno High School Math team placed 13 out of 20 in the State competition.
  - The High School girls’ soccer team advanced to the Super Sectionals on Tuesday, May 21, 2013 in Mendota.
  - RtI Summer Learning Camp will be offered to reading students in grades first thru eighth and math students in grades second thru eighth.
  - The High School Jr. Achievement team “The Tricksters” earned the honor of being one of the top 15 companies in the United States, and earned an invitation for the national competition in Washington, D.C., the week of June 17<sup>th</sup> thru 20<sup>th</sup>.

Approve Financial Support for HS Jr. Achievement Team Trip Moved by Hofmeister, seconded by Nelson to approve \$225 per student and the sponsor’s costs for the Trickster’s trip to Washington, D.C. Ayes: Hofmeister, Nelson, Dodge, Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried.

Old Business None

New Business

- Display of Tentative Budget Moved by Mallaney, seconded by Nelson to place the District's tentative amended budget on display as presented. Ayes: Mallaney, Nelson, Dodge, Hofmeister, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Approve Res. Of the Will County Bd. (Impact fees) Moved by Dodge, seconded by Nelson, to approve the Resolution of the Will County Board as presented. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, and Stauffenberg – six (6). Motion carried.
- Approve Bidding for MS Elect. Moved by Mallaney, seconded by Murray to approve going to bid for electrical services to install upgraded light fixtures at the Middle School and to allow the Superintendent to approve the lowest responsible bidder. Ayes: Mallaney, Murray, Dodge, Hofmeister, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Approve NSN Unemployment Agmt. Moved by Dodge, seconded by Nelson to approve the NSN Employer Services Agreement for the 2013-2014 school year in the amount of \$635.36 as presented. Ayes: Dodge, Nelson, Hofmeister, Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Approve Purchase Of Wrestling Mats Moved by Hofmeister, seconded by Murray to purchase four wrestling mats at a cost of \$32,630.00 for the Middle School and High School. Ayes: Hofmeister, Murray, Dodge, Mallaney, Nelson, and Stauffenberg -six (6). Nays – none (0). Motion carried.
- Approve Indicom Change Orders Moved by Mallaney, seconded by Murray to approve the Indicom Electric Company, LLC change order numbers 004, 005, and 006 for a total of \$10,821.56 as presented. Ayes: Mallaney, Murray, Dodge, Hofmeister, Nelson, and Stauffenberg - six (6). Nays – none (0). Motion carried.
- Approve Low Voltage Solutions, Inc. Change Order Moved by Dodge, seconded by Hofmeister, to approve the Low Voltage Solutions, Inc. change order numbers 002 and 003 in the amount of \$7,953.35 as presented. Ayes: Dodge, Hofmeister, Mallaney, Murray, Nelson, and Stauffenberg – six (6). Nays - none (0). Motion carried.
- Approve Remaining Technology Expenditures Moved by Murray, seconded by Dodge to approve the 2013 remaining technology expenditures as presented. Ayes: Murray, Dodge, Hofmeister, Mallaney, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Award HS Locker room Renovation Contract Moved by Hofmeister, seconded by Murray to award the High School locker room renovation contract to Terry Vaughn Construction in the amount of \$122,153.00. Ayes: Hofmeister, Murray, Dodge, Mallaney, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.

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- Award MS Administrative Office Renovation Project Moved by Mallaney, seconded by Nelson to award the Middle School administrative office renovation project contract to Kevin Nugent Construction in the amount of \$61,578 plus alternate #1 \$2,300 for a total of \$63,878. Ayes: Mallaney, Nelson, Dodge, Hofmeister, Murray, and Stauffenberg - six (6). Nays – none (0). Motion carried.
- Award Dist. Parking Lot Resurfacing Project Moved by Mallaney, seconded by Hofmeister to award the district wide parking lot resurfacing contract to Kankakee Valley Construction in the amount of \$511,010. Ayes: Mallaney, Hofmeister, Dodge, Murray, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Approve Resolution For Robbins Schwartz Moved by Dodge, seconded by Murray to authorize a blanket resolution for Robbins Schwartz to intervene on tax appeals as presented. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Future Action Items
1. Amended budget hearing
  2. Approve amended budget
  3. Close of the fiscal year
  4. Property, casualty, and Workers Compensation Insurance renewal
- Adjourn To Executive Session Moved by Dodge, seconded by Murray to enter into Executive Session for the purpose of appointment, employment, compensation, discipline, performance, or dismissal of specific employees or legal counsel and student disciplinary cases. Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried. Open session ended at 7:53 p.m.
- Return to Open Session Moved by Nelson, seconded by Dodge to return to Open Session at 8:25 p.m. Ayes Nelson, Dodge, Hofmeister, Mallaney, Murray, and Stauffenberg – six (6). Nays: None – (0). Motion carried.
- Student “D” Expulsion Moved by Hofmeister, seconded by Nelson to expel Student “D” for the remainder of the 2012-2013 school year (June 3, 2013). Ayes: Hofmeister, Nelson, Dodge, Mallaney, Murray, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Student “E” Expulsion Moved by Dodge, seconded by Murray to expel Student “E” for the remainder of the 2012-2013 school year (June 3, 2013). Ayes: Dodge, Murray, Hofmeister, Mallaney, Nelson, and Stauffenberg – six (6). Nays – none (0). Motion carried.
- Meeting Adjourned Moved by Nelson, seconded by Hofmeister to adjourn the meeting. Voice vote: All ayes – six (6). Nays – none (0). Motion carried. The meeting ended at 8:26 p.m.

*\*Mark Stauffenberg*  
Mark Stauffenberg  
Board President

*\*Patrick Mallaney*  
Patrick Mallaney  
Board Secretary



MKS/PM/df